Position Open Notice  
Assistant I, Counseling- Part time  
Thatcher, Arizona  

College and Area Information: 

Eastern Arizona College’s District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Position Summary and Organizational Relationship: 

The Assistant, Counseling reports to the Coordinator of Counseling. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor.

Required Qualifications: 

- Proficient in the use of computers and various computer software packages.
- Ability to perform various clerical and secretarial functions
- Ability to operate various office equipment efficiently and safely
- Ability to exercise initiative and good judgement
- Ability to present and maintain strong organizational, interpersonal and communication skills

Essential Functions: 

- Assist the Coordinator of Counseling with administrative functions within the Counseling Department.
- Maintain accurate records and filing systems.
- Schedule appointments and maintain an orderly traffic flow within the department.
- Provide support and backup to the Testing Coordinator, when needed.
- Answer phones and receive and assist visitors to the department.
- Assist with the training and supervision of work study students.
  Perform other duties as assigned

Application Information: 

Applicants should send a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities and a signed copy of the EAC application form available on EAC’s website (EAC Application Form) to careers@eac.edu or can be mailed to the address listed below:

Eastern Arizona College 
Human Resources – AP 243 
615 N. Stadium Avenue 
Thatcher, AZ  85552-0769
The submission of all required application materials for the screening committee’s review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.

Closing Date:
All applicant materials must be received by 5:00 p.m., Wednesday November 30, 2022.

Compensation and Position Availability:
The initial position compensation $16.40 per hour. The anticipated position start date is January 3, 2023.

Questions:
Human Resources Department
Voice: (928) 428-8915
FAX: (928) 428-2578
E-mail: Careers@eac.edu

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities. Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC’s Annual Security and Fire Safety Report can be found at http://www.eac.edu/About_EAC/Consumer_Information/report.pdf. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC’s District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.
A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus).
A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.